

MAIL TO:

STATE OF UTAH
 DIVISION OF PURCHASING
 3150 STATE OFFICE BUILDING, CAPITOL HILL
 P.O. BOX 141061
 SALT LAKE CITY, UTAH 84114-1061
 TELEPHONE (801) 538-3026
<http://purchasing.utah.gov>

Invitation to BidSolicitation Number: **NO4058**Due Date: **01/20/04 at 2:00 P.M.**

Date Sent: January 6, 2004

Goods and services to be

PRINTING OF THE 2004/05 UTAH STATE PARKS FIELD GUIDE**Please complete**

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc._____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH
DIVISION OF PURCHASING**

Invitation to Bid

Solicitation Number: NO4058

Due Date: 01/20/04

Vendor Name:

Description
PRINTING OF THE 2004/05 UTAH STATE PARKS FIELD GUIDE, PER THE ATTACHED SPECIFICATIONS.
PLEASE SUBMIT COST BASED ON THE FOLLOWING BREAKDOWN:
50,000 EACH \$ _____ EA. \$ _____ TOTAL
75,000 EACH \$ _____ EA. \$ _____ TOTAL
QUESTIONS ON SPECIFICATIONS CALL VICKIE HOUSER AT (801) 538-7335. QUESTIONS ON PURCHASING PROCESS (NOT RELATED TO SPECIFICATIONS) CALL NANCY ORTON AT (801) 538-3148. RX: 560 44000000033 COMMODITY CODE: 96658

Ship To: DEPT NATURAL RESOURCES
DIVISION OF PARKS & RECREATION
1594 W NORTH TEMPLE #116

FREIGHT CHARGES (if applicable)

SHIPPING POINT AND ZIP CODE	
SHIPPING WEIGHT	
MODE OF TRANSPORTATION (Please check one)	
Q Small package/Ground Q LTL(Less than truck load) Q Truckload Q Air Q Other (Please specify)	
NMFC Class # _____ NMFC Item # _____	
TOTAL PRICE LESS FREIGHT (FOB Origin)	\$
TOTAL PRICE INCLUDING FREIGHT (FOB Destination)	\$

INVITATION TO BID - INSTRUCTION AND GENERAL PROVISIONS

1. BID PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing quotation. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as specified. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the vendor lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the bid clearly states it is an alternate, and describes specifically how it differs from the item specified. All bids must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) By signing the bid the vendor certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (g) This bid may not be withdrawn for a period of 60 days from bid due date.

2. SUBMITTING THE BID: (a) The bid must be signed in ink, sealed in a properly-addressed envelope, and either mailed or delivered to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 by the "Due Date and Time." **The "Bid Number" and "Due Date" must appear on the outside of the envelope.** (b) Bids, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-109. (c) **Your bid will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of bids to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the bid for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not be considered proprietary. Bids submitted may be reviewed and evaluated by any persons at the discretion of the state.

5. SAMPLES: Samples of item(s) specified in this bid, when required by DIVISION, must be furnished free of charge to DIVISION. Any item not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.

6. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed

upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

7. DIVISION APPROVAL: Purchase orders placed, or contracts written, with the state of Utah, as a result of this bid, will not to be legally binding without the written approval of the director of the DIVISION.

8. AWARD OF CONTRACT: (a) the contract will to be awarded with reasonable promptness, by written notice, to the lowest responsible bidder that meets the specifications. Consideration will be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this invitation to bid. (b) The bids are opened publicly in the presence of one or more witnesses. the name of each bidder, and the amount of the bid is recorded. Each bid, and the record, is open to public inspection. (c) The DIVISION may accept any item or group of items, or overall low bid. the DIVISION has the right to cancel this invitation to bid at any time prior to the award of contract. (d) The DIVISION can reject any and all bids. And it can waive any informality, or technicality in any bid received, if the DIVISION believes it would serve the best interest of the State. (e) Before, or after, the award of a contract the DIVISION has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) DIVISION does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

9. ANTI-DISCRIMINATION ACT: The bidder agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also bidder agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

11. GOVERNING LAWS AND REGULATIONS: All state purchases are subject to the Utah Procurement Code, Title 63 Chapter 56 U.C.A. 1953, as amended, and the Procurement Regulations as adopted by the Utah State Procurement Policy Board. These are available on the Internet at www.purchasing.utah.gov

(Revision 14 Mar 2003 - IFB Instructions)

Bid Number NO4058 - RX560 44000000033

Bid Specifications for Printing Utah State Parks Field Guide

Sample: Reprint with changes. Sample booklet available from Vickie Houser, Utah State Parks and Recreation, (801) 538-7335. Printer should view sample before bidding on job.

Contacts: Vickie Houser
Utah State Parks and Recreation
(801) 538-7335

Ray Morales
Raymond Morales Design
(801) 756-1756 or (801) 360-7138 (cell)

Date needed: **30 calendar days from date printer receives materials.** Materials available January 21, 2004. Utah State Parks and Recreation reserves the right to change project dates as deemed necessary.

Materials provided: Artwork will be provided on MacIntosh formatted disk using QuarkXpress 4.0. Tight registration required. Artwork consists of text, photos, maps, charts, illustrations, solids, screens, and reversed type. Printer to provide all necessary trapping requirements.

Please quote separate: 50,000
75,000

Paper: Cover: 100 Cougar Cover/Smooth Finish
Body: 80 lb. Cougar Opaque/Smooth Finish

Or equivalent recycled paper. Printer to specify brand name and provide samples of equivalent recycled papers.

Ink: Four color process, vegetable base inks.
Bleeds all four sides.

Size: Front cover: 8" x 14-1/4" flat
8" x 5" folded (two parallel folds)
Back cover: 8" x 5"

Body: 36 pages, 5" X 8"
Plus one three-panel fold out to be bound in back of book.
Fold out is 8" x 14-1/4" flat and 8" x 5" folded (two parallel folds)

Covers and body prints two sides. Fold out prints one side.

Binding: 1/4" clear coat copper wire-o binding – 3 holes per 1 inch

Please submit name and address of sub-contractor to be used to complete binding services, if a sub-contractor is required. Source must be approved by Utah State Parks.

Printer to supply sample of copper wire-o binding for approval.

- Proofs: All proofs and preliminary work to be approved and signed by Ray Morales/Raymond Morales Design and/or Vickie Houser/Utah State Parks.
- Both neg-to-plate and computer-to-plate (CTP) are acceptable. **Indicate what method you are bidding.**
- If neg-to-plate, blueline and match prints required. Full image-size film output required. Do not piece together with 8-1/2" sheets of film. Do not cut up job.
- If CTP, Sherpa 43 or equivalent proofs required.
- Match prints and blueline/digital proofs to be trimmed and folded to size.
- Press checks: Contact Ray Morales and Vickie Houser. Press check all pages. Printer MUST give 24-hour notice for press checks.
- Travel expenses: Travel expenses, accommodations and meals for two people to do press checks must be arranged and included in bid if successful vendor is out of Salt Lake City, Utah.
- Packaging: Boxes to weigh no more than 20 lbs. each. Mark each box with contents and quantity. Example: "Utah State Parks Field Guide (100)."
- Delivery: Bids must include all shipping and packaging costs. **Inside delivery** to Utah State Parks and Recreation storage shed behind Department of Natural Resources building, 1594 West North Temple, Salt Lake City, UT 84116. **Contact Vickie Houser, (801) 538-7335, prior to delivery so she can meet you at storage shed.**
- Changes: Any changes or corrections that affect cost must be submitted in writing and approved by Utah State Parks and Recreation prior to execution.
- Property: All digital disks, negatives, separations and related materials furnished or prepared for this job are the exclusive property of Utah State Parks and Recreation. Upon completion of job, these materials must be packaged for storage and returned to Utah State Parks and Recreation. Printer accepts responsibility for loss or damage of materials while in his possession or in transit. Value of such materials will be determined by customer and deducted from invoice total.
- Samples: Printed samples must be submitted with bid demonstrating vendors' ability to produce work consistent with Utah State Parks and Recreation standards. Final product must meet these same standards.
- Performance: The successful printer will be required to furnish a 100% Performance Bond. Purchase order will not be released to printer until the Performance Bond has been received by the Utah Division of Purchasing. Vendors acknowledge a 5% per day penalty of the bid price for late

delivery. Following inspection of materials, printer must

Bid Specifications for Printing
Utah State Parks Field Guide
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Indicate in writing acceptance of bid specifications, a schedule and anticipated delivery date.

Finished product must meet the Utah State Parks and Recreation satisfaction as judged and signed by Vickie Houser/Utah State Parks and Ray Morales/Raymond Morales Design. The printer is absolutely prohibited from using any portion of the Field Guide for any purpose unless specified permission granted by the Utah State Parks and Recreation.

Utah State Parks and Recreation will pay printer following the delivery of the entire quantity of brochures. Printer must agree in writing to replace at no cost, or to deduct cost from total invoice, field guides found to be damaged, defective or soiled upon delivery to Utah State Parks and Recreation.

Responsibility:

Printer assumes full responsibility for any obvious printing errors although job has been received by customer. Customer has 90 days from acceptance to contact printer.